

Cash Management Log

STORE COMMUNICATIONS

DAY - DATE -

CHANITA! (we left at 12:26. close store = no clock out)

Good Mornin & Happy EASTER!

You get both DAVIS & TAMIKA in at 12. DAVIS is Reading his POS Book and TAMIKA Her ESP BARA. NICK will be in to Coach TAMIKA at 3:30. You stick with her in the Mean time.

If it's slow, make sure Heather gets time to read her ESP BAR BOOKS and manning his POS BOOKS!

| REGISTER 1 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|--------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| DAVIS | 2240 | by | 8:15pm |
| | | | |
| | | | |
| | | | 1.94 |

| REGISTER 1 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Heather | 1884 | by | 3pm |
| | | | |
| | | | |
| | | | 1.30 |

| REGISTER 2 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|--------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Manny | 1896 | by | 3pm |
| Blanton | 2240 | by | 9:15pm |
| | | | |
| | | | (1.61) |

| REGISTER 2 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| NICOLA | 2218 | 3pm by | |
| | | | |
| | | | |
| | | | .04 |

| REGISTER 3 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
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| REGISTER 3 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
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| REGISTER 4 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
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| REGISTER 4 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |

CHAS

CHASE

Real time. Really easy. Manage YOUR
account your way at Chase.com.
Get instant access to your account
with Chase Mobile. Even you can
Sign up today at Chase.com/online

My Transaction Summary

CHASE

Transaction #168 :
Account Number Ending In: 8998
Checking Deposit \$2,357.55
Cash Amount \$2,357.55

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935

CHASE

Member FDIC, Equal Housing Lender
Please keep your receipt
04/03/2010 14:36

Business Date 04/05/2010
Session #78

Thank you - Lydia
Cashbox #02

CHAS

STARBUCKS COFFEE COMPANY DEPOSIT REORD GRAND TOTAL \$ 2357.55
DO NOT DISCARD UPON REMOVAL DATE: 4/2/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157623

Cash Management Log

DAY- Sunday DATE - 4/4/10

| SAFE COUNT | | | | | | | | | | |
|--------------------|-------|--------|--------|--------|--------|-----|-------|------|-------|-----|
| NAME | OPEN | MID 1: | MID 2: | MID 3: | CLOSE: | | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 6AM | 230P | | | | | 230P | 930P | | |
| \$0.01 | 2 | 22 | | | | | 22 | 8 | | |
| \$0.05 | 7 | 7 | | | | | 7 | 7 | | |
| \$0.10 | 8 | 8 | | | | | 8 | 5 | | |
| \$0.25 | 18 | 18 | | | | | 18 | 12 | | |
| \$1.00 | 148 | 148 | | | | | 148 | 177 | | |
| \$2.00 | 160 | 160 | | | | | 0 | 0 | | |
| \$5.00 | 160 | 160 | | | | | 160 | 134 | | |
| \$10.00 | 10 | 10 | | | | | 10 | 15 | | |
| \$20.00 | 24 | 24 | | | | | 24 | 32 | | |
| OTHER \$'s | 5 | 5 | | | | | 0 | 0 | | |
| Total Change Fund | 1820 | 1820 | | | | | 1800 | 1800 | | |
| # Tills/Total \$ | 4026 | 4026 | | | | | 4026 | 4026 | | |
| # Till Drops | 18 | 18 | | | | | 0 | 12 | | |
| Cust. Recov. Cert. | 0 | 0 | | | | | 15 | 13 | | |
| P-Card | 0 | 0 | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 1 | 1 | | | | | 7 | 15 | | |
| Comments: | t20 " | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------|
| Signature: | \$ Amount Entered: |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|---------------------------------|-------------------------------------|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>CA</u> | Taken By Cash Controller: <u>CA</u> |
| Preparing Deposit: | Date to Bank: <u>4-4-10</u> |
| Start Time: <u>9:18 AM</u> | Time to Bank: |
| Deposit Bag #: <u>12715761</u> | Deposit Bag #: <u>12715761</u> |
| Deposit Witness: <u>9:34 AM</u> | Banking Witness: <u>9:34 AM</u> |
| Deposit \$: <u>2184.41</u> | Bank Validated \$: <u>2184.41</u> |
| Completion Time: <u>9:34 AM</u> | Bank Validation Time: |
| Change Order \$: | Change \$ Received: |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|----------------|
| Store Manager: | <u>BB</u> |
| Date: | <u>4-4</u> |
| Partner Name: | <u>Heather</u> |
| Register ID: | <u>1344</u> |
| Over/Short \$: | <u>+1.30</u> |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|---------------|
| Store Manager: | <u>BB</u> |
| Date: | <u>4-4</u> |
| Partner Name: | <u>Manny</u> |
| Register ID: | <u>220</u> |
| Over/Short \$: | <u>(1.72)</u> |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-----------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| <u>16244</u> | <u>SA</u> | <u>42769931</u> | <u>NS</u> | |
| <u>16244</u> | <u>SA</u> | <u>42769930</u> | <u>NS</u> | |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROP BAG #S: | | | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

*Witness on tip drop removals must be the scheduled cash controller

127157611

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box: Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 2
Apr 5 - 11

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as **Witness** and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

Cash Management Log

STORE COMMUNICATIONS

DAY - MondayDATE - 4/5/10

REGISTER 1 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|------------------|--------------|------------------------|------|
| TIFFANY DAVIS | 2258 1896 | <u>CA</u> <u>CA</u> | 1130 |
| | | | |
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REGISTER 1 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| Brandon | 2262 | <u>CA</u> | |
| | | | |
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REGISTER 2 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| Brandon | 2260 | <u>CA</u> | 630 |
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REGISTER 2 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| Manny | 2216 | <u>CA</u> | 630 |
| <u>CA</u> | 14452260 | <u>CA</u> | 1016 |
| | | | |
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| | | | |

REGISTER 3 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
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| | | | |

REGISTER 3 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
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REGISTER 4 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
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REGISTER 4 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
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Cash Management Log

DAY- Monday DATE - 4/15/10

| SAFE COUNT | | | | | | | | | | |
|--------------------|----------------------|-----------------|---------------|--------------|------------|------------|------------|------------|------------|------------|
| NAME | OPEN: <u>Brandon</u> | MID 1: | MID 2: | MID 3: | CLOSE: | | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | <u>5am</u> | | | | | | | | | |
| \$0.01 | <u>8</u> | <u>4</u> | <u>5</u> | <u>0</u> | | | | | | |
| \$0.05 | <u>7</u> | <u>7</u> | <u>2</u> | <u>3</u> | | | | | | |
| \$0.10 | <u>5</u> | <u>2</u> | <u>8</u> | <u>0</u> | | | | | | |
| \$0.25 | <u>12</u> | <u>9</u> | <u>5</u> | <u>5</u> | | | | | | |
| \$1.00 | <u>177</u> | <u>179</u> | <u>174</u> | <u>185</u> | | | | | | |
| \$2.00 | <u>0</u> | <u>0</u> | <u>6</u> | <u>0</u> | | | | | | |
| \$5.00 | <u>134</u> | <u>119</u> | <u>119</u> | <u>120</u> | | | | | | |
| \$10.00 | <u>15</u> | <u>17</u> | <u>17</u> | <u>19</u> | | | | | | |
| \$20.00 | <u>32</u> | <u>37</u> | <u>31</u> | <u>39</u> | | | | | | |
| OTHER \$'s | <u>0</u> | <u>0</u> | <u>5</u> | <u>0</u> | | | | | | |
| Total Change Fund | <u>1800</u> | | | <u>1811</u> | | | | | | |
| # Tills/Total \$ | <u>41200</u> | <u>4 Active</u> | <u>Active</u> | <u>40200</u> | | | | | | |
| # Till Drops | <u>12</u> | <u>0</u> | <u>0</u> | <u>10</u> | | | | | | |
| Cust. Recov. Cert. | <u>13</u> | <u>13</u> | <u>13</u> | <u>13</u> | | | | | | |
| P-Card | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> |
| # Tip Bags | <u>12</u> | <u>0</u> | <u>5</u> | <u>10</u> | | | | | | |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|---|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: _____ | Taken By Cash Controller: <u>Brandon</u> |
| Preparing Deposit: <u>BRANDON GILES</u> | Date to Bank: <u>4/15/10</u> |
| Start Time: <u>1042pm</u> | Time to Bank: <u>2pm</u> |
| Deposit Bag #: <u>1271576165</u> | Deposit Bag #: <u>1271576165</u> |
| Deposit Witness: <u>[Signature]</u> | Banking Witness: <u>[Signature]</u> |
| Deposit \$: <u>1616.15</u> | Bank Validated \$: <u>1616.15</u> |
| Completion Time: <u>1051pm</u> | Bank Validation Time: _____ |
| Change Order \$: _____ | Change \$ Received: _____ |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
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| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: | |

| PARTNER TIP REMOVAL (weekly) | |
|------------------------------|--------------------|
| PARTNER #: | <u>127961</u> |
| INITIALS: | <u>[Signature]</u> |
| CC WITNESS (mandatory): | <u>[Signature]</u> |
| TIME: | <u>11:51A</u> |
| DROPPED BAG #S: | |
| <u>9923</u> | <u>9930</u> |
| <u>9928</u> | <u>1802</u> |
| <u>9921</u> | <u>9925</u> |
| <u>9931</u> | <u>9924</u> |
| <u>9927</u> | <u>9922</u> |
| <u>9926</u> | <u>9926</u> |

*Witness on tip drop removals must be the scheduled cash controller

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL
DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

127157616

Cash Management Log

DAY: _____ DATE: ____/____/____

| SAFE COUNT | | | | | | | | | | |
|--------------------|----------------------|--------|-----------------------|---------|---------|-------|--------|-----|--------|-----|
| NAME | OPEN: <i>Cyfel</i> | | MID 1: <i>Brandon</i> | | MID 2: | | MID 3: | | CLOSE: | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 8:00 | 11:29a | 1140a | 4pm | | | | | | |
| \$0.01 | 1 | 0 | 0 | 20 | 25 | 4 | | | | |
| \$0.05 | 3 | 2 | 2 | 12 | 12 | 4 | | | | |
| \$0.10 | 1 | 0 | 0 | 14 | 19 | 5 | | | | |
| \$0.25 | 5 | 2 | 2 | 22 | 22 | 14 | | | | |
| \$1.00 | 165 | 217 | 217 | 216 | 216 | 235 | | | | |
| \$2.00 | 1 | 1 | 0 | | 0 | 0 | | | | |
| \$5.00 | 120 | 80 | 80 | 180 | 180 | 175 | | | | |
| \$10.00 | 19 | 21 | 21 | 20 | 20 | 21 | | | | |
| \$20.00 | 39 | 48 | 48 | 48 | 48 | 15 | | | | |
| OTHER \$'s | 1 | 1 | 0 | 0 | 0 | 6 | | | | |
| Total Change Fund | 1811 | 1811 | 1811 | 1800 | 1800 | 1795 | | | | |
| # Tills/Total \$ | 40000 | active | 4active | 4active | 4active | 40000 | | | | |
| # Till Drops | 1 | 1 | 2 | 41 | 41 | 41 | | | | |
| Cust. Recov. Cert. | 8 | 8 | 8 | 13 | 13 | 13 | | | | |
| P-Card | (Y)N | (Y)N | (Y)N | (Y)N | (Y)N | (Y)N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 1 | 2 | 2 | 12 | 12 | 40 | | | | |
| Comments: | 7445 1900 2 EXTRA -5 | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|-------------------------------------|--|
| Deposit Prep: | Deposit to Bank: |
| Cash Controller: <i>Brandon</i> | Taken By Cash Controller: <i>Brandon</i> |
| Preparing Deposit: | Date to Bank: <i>11/11</i> |
| Start Time: <i>1140a</i> | Time to Bank: <i>2:15pm</i> |
| Deposit Bag #: <i>127157612</i> | Deposit Bag #: <i>127157612</i> |
| Deposit Witness: <i>(Signature)</i> | Banking Witness: <i>(Signature)</i> |
| Deposit \$: <i>1997.56</i> | Bank Validated \$: <i>1997.56</i> |
| Completion Time: <i>12p</i> | Bank Validation Time: <i>4:11pm</i> |
| Change Order \$: | Change \$ Received: |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|--------------------|------------------|----------------------|--------------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| <i>1382870</i> | <i>(Signature)</i> | <i>422 69933</i> | <i>(Signature)</i> | <i>9:36a</i> |
| <i>1382070</i> | <i>(Signature)</i> | <i>42769932</i> | <i>(Signature)</i> | <i>9:36a</i> |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: _____ | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROP BAG #'S: | | | |
| | | | |
| | | | |
| | | | |

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____

DATE - _____

hl Bot slammed yesterday
 it was just me, Heather + nicola
 from 2:45 until the night
 sorry if my close is off
 see you in the morning

CA

REGISTER 1 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| Bridget | 2280 | (B) | 11:30 |
| Bridget | 74752310 | (B) | 7:00p |
| | | | |
| | | | |
| | | | |

REGISTER 1 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| Nicholas | 74752290 | (N) | 7:10p |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 2 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| Tiffany | 2272 | (T) | 11:30 |
| Tiffany | 74751852 | (T) | 7:00p |
| | | | |
| | | | |
| | | | |

REGISTER 2 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|--------|
| Mindy | 74752270 | (M) | 2:30 |
| Charita | 74752188 | (C) | 6:00p |
| Crystal | 74752288 | (C) | 10:10p |
| | | | |
| | | | |

REGISTER 3 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

127157612

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL
DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY - _____ DATE - ____/____/____

| SAFE COUNT | | | | | | | | | | |
|--------------------|-------|--------|--------|--------|--------|-----|-------|-----|-------|--------|
| NAME | OPEN: | MID 1: | MID 2: | MID 3: | CLOSE: | | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 5:00 | 12:23 | | | | | | | 6:00p | 10:10p |
| \$0.01 | 4 | 18 | | | | | | | 18 | 10 |
| \$0.05 | 4 | 14 | | | | | | | 14 | 12 |
| \$0.10 | 6 | 13 | | | | | | | 13 | 10 |
| \$0.25 | 14 | 22 | | | | | | | 22 | 18 |
| \$1.00 | 235 | 233 | | | | | | | 233 | 246 |
| \$2.00 | 0 | 0 | | | | | | | — | — |
| \$5.00 | 175 | 235 | | | | | | | 235 | 237 |
| \$10.00 | 21 | 1 | | | | | | | 1 | 1 |
| \$20.00 | 15 | 3 | | | | | | | 3 | 5 |
| OTHER \$'s | 0 | 0 | | | | | | | — | — |
| Total Change Fund | 1800 | 1800 | | | | | | | 1800 | 1800 |
| # Tills/Total \$ | 4/200 | 4/200 | | | | | | | 2400 | 4000 |
| # Till Drops | 7 | 8 | | | | | | | — | 5 |
| Cust. Recov. Cert. | 12 | 13 | | | | | | | 13 | 13 |
| P-Card | 0/0 | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 3 | 4 | | | | | | | 4 | 4 |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|--------------------------|---------------------------------|
| Deposit Prep | Deposit to Bank |
| Cash Controller: _____ | Taken By Cash Controller: _____ |
| Preparing Deposit: _____ | Date to Bank: _____ |
| Start Time: _____ | Time to Bank: _____ |
| Deposit Bag #: _____ | Deposit Bag #: _____ |
| Deposit Witness: _____ | Banking Witness: _____ |
| Deposit \$: _____ | Bank Validated \$: _____ |
| Completion Time: _____ | Bank Validation Time: _____ |
| Change Order \$: _____ | Change \$ Received: _____ |
| Comments: _____ | Comments: _____ |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 |
|-----------------------|
| Store Manager: _____ |
| Date: _____ |
| Partner Name: _____ |
| Register ID: _____ |
| Over/Short \$: _____ |
| Comments: _____ |

| PARTNER TILL AUDIT #2 |
|-----------------------|
| Store Manager: _____ |
| Date: _____ |
| Partner Name: _____ |
| Register ID: _____ |
| Over/Short \$: _____ |
| Comments: _____ |

| PARTNER TILL AUDIT #3 |
|-----------------------|
| Store Manager: _____ |
| Date: _____ |
| Partner Name: _____ |
| Register ID: _____ |
| Over/Short \$: _____ |
| Comments: _____ |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|--------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| 57 | BD | 427699341 | ML | 6:52pm |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|-----------|-------|--|
| PARTNER #: | INITIALS: | TIME: | |
| CC WITNESS (mandatory): | TIME: | | |
| DROPPED BAG #S: | | | |
| | | | |
| | | | |
| | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: _____ | |

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

DAY- Thursday DATE - 4/8/10

| SAFE COUNT | | | | | | | | | | |
|--------------------|-------|-------|----------|--------------|--------|-----|--------|-----|----------|--------|
| NAME | OPEN: | | MID 1: | | MID 2: | | MID 3: | | CLOSE: | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 5:00 | 1:53 | 2pm | 6pm | | | | | 6:00p | 10:31p |
| \$0.01 | 10 | 26 | 26 | 24 | | | | | 24 | 20 |
| \$0.05 | 12 | 12 | 12 | 12 | | | | | 12 | 12 |
| \$0.10 | 10 | 14 | 14 | 10 | | | | | 10 | 7 |
| \$0.25 | 18 | 15 | 15 | 12 | | | | | 12 | 10 |
| \$1.00 | 243 | 243 | 243 | 222 | | | | | 222 | 209 |
| \$2.00 | 0 | 0 | | | | | | | 1 | 1 |
| \$5.00 | 237 | 204 | 204 | 204 | | | | | 204 | 168 |
| \$10.00 | 1 | 0 | 0 | 3 | | | | | 3 | 4 |
| \$20.00 | 15 | 14 | 14 | 16 | | | | | 16 | 27 |
| OTHER \$'s | 0 | 0 | 0 | 0 | | | | | | |
| Total Change Fund | 1800 | 1800 | 1800 | 1800 | | | | | 1800 | 1800 |
| # Tills/Total \$ | 4/200 | 4/200 | 4 Active | 4 Active/200 | | | | | 4 Active | 4/200 |
| # Till Drops | 8 | TL | 12 | TL | | | | | | 3 |
| Cust. Recov. Cert. | 17 | 12 | 5 | 5 | | | | | 5 | 5 |
| P-Card | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 3 | TL | 10 | TL | | | | | TL | 72 |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------|
| Signature: | \$ Amount Entered: |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|-----------------------------------|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>Brandon</u> | Taken By Cash Controller: <u>Brandon</u> |
| Preparing Deposit: <u>Brandon</u> | Date to Bank: <u>4/8/10</u> |
| Start Time: <u>11:30 AM</u> | Time to Bank: <u>12:30 PM</u> |
| Deposit Bag #: <u>1271576173</u> | Deposit Bag #: <u>1271576173</u> |
| Deposit Witness: <u>X (BD)</u> | Banking Witness: <u>X (BD)</u> |
| Deposit \$: <u>2135.72</u> | Bank Validated \$: <u>2135.72</u> |
| Completion Time: <u>12 PM</u> | Bank Validation Time: |
| Change Order \$: | Change \$ Received: |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-------------|-----------------|----------------------|--------------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| <u>1115931</u> | <u>(BD)</u> | <u>42769935</u> | <u>ty</u> | <u>11:35</u> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|-----------|-------|--|
| PARTNER #: | INITIALS: | TIME: | |
| | | | |
| CC WITNESS (mandatory): | | | |
| DROP BAG #S: | | | |
| | | | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

The raspberry scones were moldy today. I called it into Bartlett (35449) and Quality Assurance (8325640)

REGISTER 1 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------------|------------|-------------|--------|
| Bridget | 0646 | (SD) | 12:00 |
| Heather | | | |
| TAMIKA | 1136 | b | 3:30p |
| DAVID | 74481044 | ed | 10:50p |
| | | | |
| | | | |

REGISTER 1 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|-------|
| Tiffany | 0644 | b | 3:30p |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 2 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|-------|
| Bridget | 1133 | (SD) | 1:30p |
| Shana | 74481140 | cm | 9:30p |
| | | | |
| | | | |
| | | | |

REGISTER 2 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|-------|
| Manny | 1132 | (SD) | 1:20p |
| Manny | 0642 | b | 6pm |
| | | | |
| | | | |
| | | | |

REGISTER 3 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|--------------|------------|-------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

127157617

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY: Friday DATE: 1/1

| SAFE COUNT | | | | | | | | | |
|--------------------|-------|--------|----------|--------|--------|-----|-------|-----|--------|
| NAME | OPEN: | MID 1: | MID 2: | MID 3: | CLOSE: | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | END |
| TIME | 5am | 130 | 130p | 6pm | | | | | 6pm |
| \$0.01 | 20 | 20 | 20 | 16 | | | | | 16 |
| \$0.05 | 12 | 12 | 12 | 11 | | | | | 11 |
| \$0.10 | 7 | 12 | 12 | 4 | | | | | 4 |
| \$0.25 | 10 | 18 | 18 | 14 | | | | | 14 |
| \$1.00 | 209 | 209 | 209 | 219 | | | | | 219 |
| \$2.00 | 5 | 0 | 0 | 0 | | | | | 1 |
| \$5.00 | 168 | 263 | 263 | 227 | | | | | 227 |
| \$10.00 | 4 | 0 | 0 | 3 | | | | | 3 |
| \$20.00 | 27 | 0 | 0 | 10 | | | | | 10 |
| OTHER \$'s | 0 | 0 | 0 | 0 | | | | | 0 |
| Total Change Fund | 1800 | 1800 | 1800 | 1800 | | | | | 1801 |
| # Tills/Total \$ | 1/200 | 1/200 | 4/Active | 1/200 | | | | | Active |
| # Till Drops | 12 | 12 | 1 | 12 | | | | | 1 |
| Cust. Recov. Cert. | 5 | 3 | 3 | 3 | | | | | 3 |
| P-Card | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 11 | 12 | 0 | 12 | | | | | 16 |
| Comments: | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------|
| Signature: | \$ Amount Entered: |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|---------------------------------|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>Brandon</u> | Taken By Cash Controller: <u>Brandon</u> |
| Preparing Deposit: | Date to Bank: <u>4/9/15</u> |
| Start Time: <u>1203</u> | Time to Bank: <u>1230</u> |
| Deposit Bag #: <u>12757615</u> | Deposit Bag #: <u>12757615</u> |
| Deposit Witness: <u>X BD</u> | Banking Witness: <u>X BD</u> |
| Deposit \$: <u>2036.51</u> | Bank Validated \$: |
| Completion Time: <u>1220P</u> | Bank Validation Time: |
| Change Order \$: | Change \$ Received: |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| 1683069 | TS | 42769936 | <u>TS</u> | 3:29 |
| 1683069 | TS | 42769937 | <u>TS</u> | 3:29 |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROP BAG #S: | | | |
| | | | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

*Witness on tip drop removals must be the scheduled cash controller.

127157615

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

Cash Management Log DAY- Saturday DATE - / /

777168998

| SAFE COUNT | | | | | | | | | | |
|--------------------|-----------------|------|--------|-----|--------|-----|--------|-----|-------------------|--------|
| NAME | OPEN: <u>BO</u> | | MID 1: | | MID 2: | | MID 3: | | CLOSE: <u>WEL</u> | |
| | START | END | START | END | START | END | START | END | START | END |
| TIME | 6:4 | 3:0 | | | | | | | 5:00P | 10:30P |
| \$0.01 | 12 | 0 | | | | | | | 0 | 0 |
| \$0.05 | 11 | 10 | | | | | | | 10 | 8 |
| \$0.10 | 8 | 5 | | | | | | | 5 | 0 |
| \$0.25 | 13 | 6 | | | | | | | 0 | 1 |
| \$1.00 | 211 | 142 | | | | | | | 142 | 121 |
| \$2.00 | 1 | 1 | | | | | | | 142 | 1(2) |
| \$5.00 | 220 | 160 | | | | | | | 160 | 114 |
| \$10.00 | 3 | 3 | | | | | | | 3160 | 4 |
| \$20.00 | 13 | 38 | | | | | | | 36 | 52 |
| OTHER \$'s | 13 | 0 | | | | | | | 0 | — |
| Total Change Fund | 181 | 1749 | | | | | | | 1299 | 1799 |
| # Tills/Total \$ | 4/200 | 4200 | | | | | | | 27600 | 40200 |
| # Till Drops | TL | TL | | | | | | | 0 | 5 |
| Cust. Recov. Cert. | 0 | 25 | | | | | | | 25 | 25 |
| P-Card | Y(N) | Y(N) | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y(N) | (N)N |
| # Tip Bags | TL | TL | | | | | | | — | — |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|-------------------------------------|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>Bridget</u> | Taken By Cash Controller: <u>Bridget</u> |
| Preparing Deposit: _____ | Date to Bank: <u>4/10/10</u> |
| Start Time: <u>12:00</u> | Time to Bank: <u>1248</u> |
| Deposit Bag #: <u>1271576140</u> | Deposit Bag #: <u>1271576140</u> |
| Deposit Witness: <u>[Signature]</u> | Banking Witness: <u>[Signature]</u> |
| Deposit \$: <u>454.68</u> | Bank Validated \$: _____ |
| Completion Time: <u>12:39</u> | Bank Validation Time: _____ |
| Change Order \$: <u>0</u> | Change \$ Received: _____ |
| Comments: _____ | Comments: _____ |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: _____ | |
| Date: _____ | |
| Partner Name: _____ | |
| Register ID: _____ | |
| Over/Short \$: _____ | |
| Comments: _____ | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: _____ | |
| Date: _____ | |
| Partner Name: _____ | |
| Register ID: _____ | |
| Over/Short \$: _____ | |
| Comments: _____ | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: _____ | |
| Date: _____ | |
| Partner Name: _____ | |
| Register ID: _____ | |
| Over/Short \$: _____ | |
| Comments: _____ | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|--------------------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| 1382070 | <u>[Signature]</u> | 42769938 | T. [Signature] | |
| | | 42769939 | T. [Signature] | |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: _____ | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROP BAG #S: | | | |
| | | | |

*Witness on tip drop removals must be the scheduled cash controller

CHASE CI

CHASE *STACKS*

Real time. Really easy. Manage your account your way at Chase.com.
Get instant access to your account
Sign up today at Chase.com/Chaseonline

My Transaction Summary

Transaction #528
Account Number Ending In: 8998
Checking Deposit \$1,959.68

Cash Amount \$1,959.68
Bag Number 6140

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/12/2010 18:21

Business Date 04/12/2010
Session #232

Thank you - Jose
Cashbox #04

CHASE

127157614

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1959.68

DO NOT DISCARD UPON REMOVAL DATE: 4/10/10

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY- _____ DATE - ____/____/____

| SAFE COUNT | | | | | | | | | | |
|--------------------|-------|--------|--------|--------|--------|-----|-------|-----|-------|-------|
| NAME | OPEN | MID 1: | MID 2: | MID 3: | CLOSE: | | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 6:00 | | | | | | | | 2:30 | 8:30 |
| \$0.01 | | | | | | | | | 0 | 0 |
| \$0.05 | | | | | | | | | 0 | 0 |
| \$0.10 | | | | | | | | | 0 | 0 |
| \$0.25 | | | | | | | | | 0 | 0 |
| \$1.00 | 121 | 121 | | | | | | | 121 | 102 |
| \$2.00 | 15 | 15 | | | | | | | 0 | 0 |
| \$5.00 | 94 | 94 | | | | | | | 94 | 43 |
| \$10.00 | | | | | | | | | 4 | 5 |
| \$20.00 | 57 | 157 | | | | | | | 57 | 71 |
| OTHER \$'s | 12 | 12 | | | | | | | 0 | 0 |
| Total Change Fund | 1799 | 1799 | | | | | | | 1799 | 1799 |
| # Tills/Total \$ | 11/11 | 11/11 | | | | | | | 11/11 | 11/11 |
| # Till Drops | 16 | 6 | | | | | | | 16 | 6 |
| Cust. Recov. Cert. | | | | | | | | | 25 | 25 |
| P-Card | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 1 | | | | | | | | 1 | 1 |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|--------------------------|---------------------------------|
| Deposit Prep | Deposit to Bank |
| Cash Controller: _____ | Taken By Cash Controller: _____ |
| Preparing Deposit: _____ | Date to Bank: _____ |
| Start Time: _____ | Time to Bank: _____ |
| Deposit Bag #: _____ | Deposit Bag #: _____ |
| Deposit Witness: _____ | Banking Witness: _____ |
| Deposit \$: _____ | Bank Validated \$: _____ |
| Completion Time: _____ | Bank Validation Time: _____ |
| Change Order \$: _____ | Change \$ Received: _____ |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|----------|------------|---------------------|------|
| PARTNER # | INITIALS | DROP BAG # | WITNESS (mandatory) | TIME |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROPPED BAG #S: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: | |

*Witness on tip drop removals must be the scheduled cash controller.

CHASE

Real time. Really easy. Manage your
account your way at Chase.com.
Get instant access to your account
Sign up today at Chase.com/Chaseonline

My Transaction Summary

Transaction #530
Account Number Ending In: 8998
Checking Deposit \$2,204.41
Cash Amount \$2,204.41
Bag Number 5639

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9335
Member FDIC, Equal Housing Lender
Please keep your receipt
04/12/2010 18:22

Business Date 04/12/2010
Session #233

Thank you - Jose
Cashbox #04

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$-----
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT DATE:-----

127157563

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.*

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.

- If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

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Week 3
Apr 12 - 18

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

Morning - We desperately need change (obviously)
changed tills as best I could
Estima is set up and ready to go!

115
1.45
166.75

| REGISTER 1 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Manny | 1004 | by | 1pm |
| CA | 74450998 | CA | 8:27 |
| | 21.70 | | |

| REGISTER 1 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|-------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Heather | 74451002 | HA | 11:20 |
| Stina | | | |
| | 0.00 | | |

| REGISTER 2 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| TIFFANY | 1008 | by | 1pm |
| TIFF | 74458996 | CA | 8:20 |
| | .85 | | |

| REGISTER 2 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|-------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Tamika | 74451000 | HA | 10:20 |
| MC | | | |
| | (29.68) | | |

| REGISTER 3 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 3 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 4 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 4 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | (8.95) | | |

Cash Management Log

DAY: _____ DATE: ____/____/____

| SAFE COUNT | | | | | | | | | | |
|--------------------|---------------|--------------------|--------|--------|--------|-----|-------|-----|-------|-----|
| NAME | OPEN: Brandon | MID 1: (Signature) | MID 2: | MID 3: | CLOSE: | | | | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 5A | 2PM | | | | | | | | |
| \$0.01 | 0 | 0 | 5 | 5 | | | | | | |
| \$0.05 | 0 | 4 | 4 | 4 | | | | | | |
| \$0.10 | 0 | 13 | 13 | 13 | | | | | | |
| \$0.25 | 0 | 21 | 21 | 18 | | | | | | |
| \$1.00 | 102 | 121 | 121 | 121 | | | | | | |
| \$2.00 | 0 | 0 | 0 | 0 | | | | | | |
| \$5.00 | 43 | 224 | 224 | 205 | | | | | | |
| \$10.00 | 5 | 11 | 11 | 13 | | | | | | |
| \$20.00 | 11 | 11 | 11 | 10 | | | | | | |
| OTHER \$'s | 0 | 0 | 0 | 0 | | | | | | |
| Total Change Fund | 1799 | 1799 | 1799 | 1799 | | | | | | |
| # Tills/Total \$ | 1200 | 4121 | 4121 | 4121 | | | | | | |
| # Till Drops | 12 | 2 | 2 | 40 | | | | | | |
| Cust. Recov. Cert. | 25 | 25 | 25 | 40 | | | | | | |
| P-Card | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 12 | 0 | 10 | 10 | | | | | | |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|---------------------------|-----------------------------------|
| Deposit Prep: | Deposit to Bank: |
| Cash Controller: Brandon | Taken By Cash Controller: Brandon |
| Preparing Deposit: 955A | Date to Bank: 4/12/10 |
| Start Time: 955A | Time to Bank: 10:10A |
| Deposit Bag #: 1271576090 | Deposit Bag #: 1271576090 |
| Deposit Witness: Brandon | Banking Witness: Brandon |
| Deposit \$: 1878.38 | Bank Validated \$: 1878.38 |
| Completion Time: 955A | Bank Validation Time: _____ |
| Change Order \$: _____ | Change \$ Received: _____ |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: BG | |
| Date: 4/12 | |
| Partner Name: Tiff | |
| Register ID: 2208 | |
| Over/Short \$: (85) | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-------------------------|--|
| Store Manager: Manny BS | |
| Date: 4/12 | |
| Partner Name: Manny | |
| Register ID: 140 | |
| Over/Short \$: +.38 | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|----------|------------|---------------------|-------|
| PARTNER # | INITIALS | DROP BAG # | WITNESS (mandatory) | TIME |
| 1683069 | TS | 42770001 | AD | 10:30 |
| 1683061 | TS | 42770002 | | 10:30 |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: | |

| PARTNER TIP REMOVAL (weekly) | |
|------------------------------|-------------|
| PARTNER #: 1271961 | INITIALS: M |
| CC WITNESS (mandatory): | TIME: |
| DROPPED BAG #S: | |
| 9931 | 9938 |
| 9932 | 9936 |
| 9939 | 9933 |
| 9935 | 0001 |
| 9934 | 0002 |

*Witness on tip drop removals must be the scheduled cash controller

CHASE

CHASE

Real time. Really easy. Manage your
account your way at Chase.com.
Get instant access to your account
whenever and wherever you want.
Sign up today at Chase.com/Chaseonline

My Transaction Summary

CHASE

| | |
|---------------------------|------------|
| Transaction #125 | |
| Account Number Ending In: | 8998 |
| Checking Deposit | \$1,878.38 |
| Cash Amount | \$1,878.38 |

CHASE

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/12/2010 10:34

Business Date 04/12/2010
Session #58

Thank you - Nerisa
Cashbox #01

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1878.38
DO NOT DISCARD UPON REMOVAL
DATE: 4/12/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157609

Cash Management Log

STORE COMMUNICATIONS

DAY - _____ DATE - _____

Make Mocha

CA

REGISTER 1 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|---------------------|------------|----------------|------|
| Tiffany + Chanda | 0982 | (B) | 8:30 |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 1 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| Brandon | 0978 | (B) | 10:24 |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 2 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| DAVIS | 0980 | (B) | 8:50 |
| Nock | 0972 | (B) | 8:30 |
| | | | |
| | | | |
| | | | |

REGISTER 2 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1749.75
DO NOT DISCARD UPON REMOVAL DATE 4/23/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157595

Cash Management Log

DAY- Wed DATE - 4/14/16

| SAFE COUNT | | | | | | | | | | |
|--------------------|---------------------|--------|--------|--------|-------|--------|-------|--------|-------|-------|
| NAME | OPEN: | MID 1: | | MID 2: | | MID 3: | | CLOSE: | | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 5:00a | 11:11a | 11:50a | 3pm | | | | | 4:30 | 9:00 |
| \$0.01 | 0 | 30 | 30 | 30 | | | | | 26 | 18 |
| \$0.05 | 0 | 10 | 10 | 10 | | | | | 10 | 8 |
| \$0.10 | 3 | 13 | 13 | 13 | | | | | 13 | 11 |
| \$0.25 | 9 | 16 | 16 | 16 | | | | | 16 | 13 |
| \$1.00 | 128 | 165 | 165 | 165 | | | | | 165 | 169 |
| \$2.00 | — | — | 0 | 0 | | | | | 0 | 0 |
| \$5.00 | 805 | 169 | 169 | 149 | | | | | 149 | 124 |
| \$10.00 | 16 | 17 | 17 | 17 | | | | | 17 | 16 |
| \$20.00 | 18 | 18 | 18 | 18 | | | | | 18 | 27 |
| OTHER \$'s | — | — | 0 | 1/100 | | | | | 1/100 | 1/100 |
| Total Change Fund | 1788 | 1800 | 1800 | 1800 | | | | | 1799 | 1799 |
| # Tills/Total \$ | 40220 | active | 40220 | active | | | | | 4/100 | 4/100 |
| # Till Drops | 0 | 0 | 0 | TL | | | | | TL | TL |
| Cust. Recov. Cert. | 25 | 25 | 25 | 25 | | | | | 25 | 25 |
| P-Card | Y(N) | Y(N) | Y(N) | Y(N) | Y/N | Y/N | Y/N | Y/N | Y(N) | Y(N) |
| # Tip Bags | — | 2 | 2 | TL | | | | | TL | TL |
| Comments: | BGT+12 from deposit | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------|
| Signature: | \$ Amount Entered: |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|--|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>Brandon</u> | Taken By Cash Controller: <u>Brandon</u> |
| Preparing Deposit: | Date to Bank: <u>4/14/16</u> |
| Start Time: <u>9:05a</u> | Time to Bank: <u>10AM</u> |
| Deposit Bag #: <u>1271575969</u> | Deposit Bag #: <u>1271575969</u> |
| Deposit Witness: <u>X CRYSTEL MITCHELL</u> | Banking Witness: <u>X CRYSTEL MITCHELL</u> |
| Deposit \$: <u>1499.23</u> | Bank Validated \$: <u>1499.23</u> |
| Completion Time: <u>9:20a</u> | Bank Validation Time: |
| Change Order \$: | Change \$ Received: |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| 1382870 | CM | 4277004 | TL | 5:58 |
| 1115031 | BD | 4277003 | TL | 5:58 |
| | | 4277005 | TL | 5:58 |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROP BAG #S: | | | |
| | | | |

*Witness on tip drop removals must be the scheduled cash controller

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ 1999.23
DO NOT DISCARD UPON REMOVAL DATE: 11/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157596

Cash Management Log

DAY- THUR DATE- 4/15/10

| SAFE COUNT | | | | | | | | | |
|--------------------|----------------------|------------------|---------------|---------------|-------|--------|-------|------------------|-------------|
| NAME | OPEN: <u>Crystel</u> | MID 1: <u>CR</u> | | MID 2: | | MID 3: | | CLOSE: <u>CR</u> | |
| SAFE COUNT | START | END | START | END | START | END | START | END | END |
| TIME | <u>SDV</u> | <u>11:45a</u> | | | | | | | <u>2:30</u> |
| \$0.01 | <u>18</u> | <u>10</u> | <u>10</u> | <u>10</u> | | | | | <u>10</u> |
| \$0.05 | <u>8</u> | <u>6</u> | <u>6</u> | <u>8</u> | | | | | <u>6</u> |
| \$0.10 | <u>11</u> | <u>5</u> | <u>5</u> | <u>5</u> | | | | | <u>5</u> |
| \$0.25 | <u>13</u> | <u>5</u> | <u>5</u> | <u>5</u> | | | | | <u>5</u> |
| \$1.00 | <u>165</u> | <u>138</u> | <u>138</u> | <u>138</u> | | | | | <u>138</u> |
| \$2.00 | <u>16</u> | <u>88</u> | <u>88</u> | <u>88</u> | | | | | <u>88</u> |
| \$5.00 | <u>16</u> | <u>17</u> | <u>17</u> | <u>17</u> | | | | | <u>17</u> |
| \$10.00 | <u>27</u> | <u>43</u> | <u>43</u> | <u>43</u> | | | | | <u>43</u> |
| \$20.00 | <u>18</u> | <u>100</u> | <u>100</u> | <u>100</u> | | | | | <u>100</u> |
| OTHER \$'s | <u>1799</u> | <u>1850</u> | <u>1850</u> | <u>1850</u> | | | | | <u>1850</u> |
| Total Change Fund | <u>4000</u> | <u>active</u> | <u>active</u> | <u>active</u> | | | | | <u>4000</u> |
| # Tills/Total \$ | <u>0</u> | <u>1</u> | <u>1</u> | <u>1</u> | | | | | <u>1</u> |
| # Till Drops | <u>28</u> | <u>08</u> | <u>28</u> | <u>08</u> | | | | | <u>28</u> |
| Cust. Recov. Cert. | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | | | | | <u>Y/N</u> |
| P-Card | <u>—</u> | <u>3</u> | <u>3</u> | <u>3</u> | | | | | <u>3</u> |
| # Tip Bags | | | | | | | | | |
| Comments: | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------|
| Signature: | \$ Amount Entered: |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|----------------------------------|-------------------------------------|
| Cash Controller: <u>CR</u> | Taken By Cash Controller: <u>CR</u> |
| Preparing Deposit: <u>CR</u> | Date to Bank: <u>4-15</u> |
| Start Time: <u>11:45</u> | Time to Bank: <u>2:48</u> |
| Deposit Bag #: <u>1271578947</u> | Deposit Bag #: <u>1271578947</u> |
| Deposit Witness: <u>CR</u> | Banking Witness: <u>CR</u> |
| Deposit \$: <u>2003.81</u> | Bank Validated \$: <u>2003.01</u> |
| Completion Time: <u>11:25</u> | Bank Validation Time: <u>—</u> |
| Change Order \$: <u>—</u> | Change \$ Received: <u>—</u> |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-----------------|----------------------|--------------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| <u>1115931</u> | <u>CR</u> | <u>42770066</u> | <u>CR</u> | <u>10:15</u> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (witness) | |
|-------------------------------|-----------|
| PARTNER #: | INITIALS: |
| CC WITNESS (mandatory): | TIME: |
| DROP BAG #'S: | |
| | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

*Witness on tip drop removals must be the scheduled cash controller.

Stacks

Real time. Really easy. Manage your account your way at Chase.com. Get instant access to your account whenever and wherever you want. Sign up today at Chase.com/Chaseonline

My Transaction Summary

| | |
|---------------------------|------------|
| ***** | |
| Transaction #4 | 8958 |
| Account Number Ending in: | \$2,063.81 |
| Checking Deposit | |
| Cash Amount | \$2,063.81 |
| Bag Number | 5944 |
| ***** | |

JPMorgan Chase Bank, N.A.
 100 Village Abingdon Square, Branch 000219
 1-800-935-9935
 Member FDIC, Equal Housing Lender
 Please keep your receipt
 04/16/2010 09:03

Business Date 04/15/2010
 Session #3

Thank you - Jose
 Cashbox #04

127157594

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT-----

127157610

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL \$ ~~1732.9~~
DO NOT DISCARD UPON REMOVAL DATE: ~~4/16/10~~
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY SAT DATE 4/17/10

| SAFE COUNT | | | | | | | | | | |
|--------------------|----------------------|-----------------|------------|------------|------------|------------|------------|------------|-----------------------|--------------|
| NAME | OPEN: <u>Brandon</u> | | MID 1: | | MID 2: | | MID 3: | | CLOSE: <u>Bridget</u> | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | <u>6am</u> | <u>250pm</u> | | | | | | | <u>250pm</u> | <u>10:00</u> |
| \$0.01 | <u>20</u> | <u>16</u> | | | | | | | <u>16</u> | <u>10</u> |
| \$0.05 | <u>8</u> | <u>8</u> | | | | | | | <u>8</u> | <u>8</u> |
| \$0.10 | <u>14</u> | <u>12</u> | | | | | | | <u>12</u> | <u>10</u> |
| \$0.25 | <u>12</u> | <u>7</u> | | | | | | | <u>7</u> | <u>4</u> |
| \$1.00 | <u>129</u> | <u>111</u> | | | | | | | <u>111</u> | <u>49</u> |
| \$2.00 | <u>0</u> | <u>0</u> | | | | | | | <u>0</u> | <u>0</u> |
| \$5.00 | <u>249</u> | <u>235</u> | | | | | | | <u>235</u> | <u>172</u> |
| \$10.00 | <u>9</u> | <u>12</u> | | | | | | | <u>12</u> | <u>12</u> |
| \$20.00 | <u>6</u> | <u>7</u> | | | | | | | <u>7</u> | <u>28</u> |
| OTHER \$'s | <u>0</u> | <u>0</u> | | | | | | | <u>0</u> | <u>0</u> |
| Total Change Fund | <u>1800</u> | <u>1700</u> | | | | | | | <u>1700</u> | <u>1700</u> |
| # Tills/Total \$ | <u>4/200</u> | <u>4 Active</u> | | | | | | | <u>4/Active</u> | <u>4/200</u> |
| # Till Drops | <u>TL</u> | <u>TL</u> | | | | | | | <u>TL</u> | <u>TL</u> |
| Cust. Recov. Cert. | <u>25?</u> | <u>25?</u> | | | | | | | <u>22</u> | <u>21</u> |
| P-Card | <u>Y (N)</u> | <u>Y (N)</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y (N)</u> | <u>Y (N)</u> |
| # Tip Bags | <u>TL</u> | <u>5</u> | | | | | | | <u>TL</u> | <u>TL</u> |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|--|---|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>Brandon Gies</u> | Taken By Cash Controller: <u>Brandon Gies</u> |
| Preparing Deposit: <u>Brandon Gies</u> | Date to Bank: <u>4/17/10</u> |
| Start Time: <u>1020A</u> | Time to Bank: _____ |
| Deposit Bag #: <u>1271576082</u> | Deposit Bag #: <u>1271576082</u> |
| Deposit Witness: <u>TL</u> | Banking Witness: <u>TL</u> |
| Deposit \$: <u>1954.25</u> | Bank Validated \$: <u>1954.25</u> |
| Completion Time: <u>1030A</u> | Bank Validation Time: <u>1240</u> |
| Change Order \$: _____ | Change \$ Received: _____ |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|----------------|
| Store Manager: | <u>Brandon</u> |
| Date: | <u>4/17/10</u> |
| Partner Name: | <u>TIFFANY</u> |
| Register ID | <u>200</u> |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|------------------------|
| Store Manager: | <u>Brandon Bridget</u> |
| Date: | <u>4/17/10</u> |
| Partner Name: | <u>Heather</u> |
| Register ID | <u>100</u> |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|------------------------|
| Store Manager: | <u>Brandon Bridget</u> |
| Date: | <u>4/17/10</u> |
| Partner Name: | <u>Manny</u> |
| Register ID | <u>200</u> |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: | |

| PARTNER TIP REMOVAL (weekly) | |
|------------------------------|-----------|
| PARTNER #: | INITIALS: |
| CC WITNESS (mandatory): | TIME: |
| DROP BAG #'S: | |
| | |

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

DATE -

H: Cheritay I inherited a safe that was \$100 short
Please adjust when doing deposit.

Also use the new white binder that says "Brandon" for
markouts. Any questions and we'll cover it when I get
in. Cya l8r (B)

Someone left this Key in the bathroom. They'll probably
be back

REGISTER 1 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-------------------|--------------|----------------|---------------|
| Hester Bridget | 0914 0924 | (H) (B) | 2:15 10:00 |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 1 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| NIC | 0922 | (N) | 10 |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 2 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| (H) | 0930 | (H) | 2:10 |
| Tamara | 0926 | (T) | 10:00 |
| | | | |
| | | | |
| | | | |

REGISTER 2 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|-------|
| NICOLA | 0928 | (N) | 10:00 |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 3 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 TOP

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

REGISTER 4 BOTTOM

TILL DROP LOG

| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
|-----------------|------------|----------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CHASE CH

Real time. Really easy. Manage your
account your way at Chase.com.
Get instant access to your account
Acct# 77060598 End# 63257167082 CH# 1080006
Sign up today at Chase.com/Chaseonline

CHASE CH

My Transaction Summary

Transaction #341
Account Number Ending In: 8998
Checking Deposit \$1,954.25
Cash Amount \$1,954.25
Btg Number 1271576082

CHASE CH

JPMorgan Chase Bank, N.A.
W Village Abingdon Square, Branch 000219
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
04/19/2010 12:46

CHASE CH

Business Date 04/19/2010
Session #175

CHASE CH

Thank you - Nerisa
Cashbox #01

CHASE CH

127157608

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL
DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

Cash Management Log

DAY- _____ DATE - ____/____/____

| SAFE COUNT | | | | | | | | | | |
|--------------------|-----------|------|--------|-----|--------|-----|--------|-----|-------------|-------|
| NAME | OPEN (CA) | | MID 1: | | MID 2: | | MID 3: | | CLOSE: (CB) | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | 9:00 | 9:30 | | | | | | | 2:30 | 10:00 |
| \$0.01 | 10 | 10 | | | | | | | 10 | 2 |
| \$0.05 | 8 | 8 | | | | | | | 8 | 7 |
| \$0.10 | 10 | 10 | | | | | | | 10 | 8 |
| \$0.25 | 4 | 4 | | | | | | | 4 | 8 |
| \$1.00 | 49 | 29 | | | | | | | 49 | 25 |
| \$2.00 | 6 | 6 | | | | | | | 0 | 8 |
| \$5.00 | 172 | 172 | | | | | | | 172 | 139 |
| \$10.00 | 12 | 12 | | | | | | | 12 | 15 |
| \$20.00 | 83 | 33 | | | | | | | 33 | 44 |
| OTHER \$'s | 5 | 5 | | | | | | | 0 | 0 |
| Total Change Fund | 1200 | 1800 | | | | | | | 1300 | 1805 |
| # Tills/Total \$ | 40200 | | | | | | | | 47200 | 47200 |
| # Till Drops | 40 | 5 | | | | | | | 12 | 16 |
| Cust. Recov. Cert. | 4 | 2 | | | | | | | 21 | 21 |
| P-Card | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| # Tip Bags | 840 | 5 | | | | | | | 12 | 12 |
| Comments: | | | | | | | | | | |

| Report Store Operating Funds | |
|------------------------------|--------------------------|
| Signature: _____ | \$ Amount Entered: _____ |

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|--|--|
| Deposit Prep Cash Controller: (CA) Preparing Deposit: (CA) Start Time: 10:00 Deposit Bag #: 127157691 Deposit Witness: [Signature] Deposit #: 127157691 Completion Time: (10:29) Change Order #: _____ Comments: _____ | Deposit to Bank Taken By Cash Controller: (CA) Date to Bank: 4/18 Time to Bank: _____ Deposit Bag #: 127157691 Banking Witness: [Signature] Bank Validated #: 127157691 Bank Validation Time: 8:41 Change \$ Received: _____ Comments: _____ |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID: | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-----------|-------------|----------------------|-------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| 1479572 | ND | 42770009 | (CB) | 3 |
| 1479572 | ND | 42770008 | (CB) | 3 |
| | | | | |
| | | | | |
| | | | | |

| PARTNER TIP REMOVAL (weekly) | | | |
|------------------------------|--|-----------|--|
| PARTNER #: | | INITIALS: | |
| CC WITNESS (mandatory): | | TIME: | |
| DROPPED BAG #S: | | | |
| | | | |
| | | | |

| DM VERIFICATION | |
|---------------------|----------------------|
| DM Signature: _____ | Date Reviewed: _____ |
| Comments: _____ | |

*Witness on tip drop removals must be the scheduled cash controller.

My Transaction Summary

JPMorgan Chase Bank, N.A.
 111 Village Abingdon Square. Branch 000219
 1-800-935-9935
 Member FDIC. Equal Housing Lender
 Please keep your receipt
 04/20/2010 08:41

Business Date 04/20/2010
Session #10

Thank you - Jose
Cashbox #04

STARBUCKS CUFFEE COMPANY DEPOSIT RECORD GRAND TOTAL\$-----
DO NOT DISCARD UPON REMOVAL DATE:-----
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

127157607

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.*

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.

- If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

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Week 4
Apr 19 - 25

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.
Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 - to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

Cash Management Log

STORE COMMUNICATIONS

DAY - DATE -

Meaning, Sorry if my Close is taking. Shana called and it got really busy. Too busy for just me + Tashia. I didn't set up the Bell for today. Again my apologies.

Oh no. The Safe is over \$5. One of the tills is over then!! Please find it. It's already 939!! There

~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ (Need for discussion)
"I don't understand"

| REGISTER 1 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| Brandon | 14750890 | (JA) | 8pm |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 1 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 2 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| TIFFANY | | (JA) | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 2 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| TAMIKA | 14750892 | (JA) | 8pm |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 3 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 3 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 4 TOP | | TILL DROP LOG | |
|----------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| REGISTER 4 BOTTOM | | TILL DROP LOG | |
|-------------------|------------|---------------|------|
| PARTNER NAME | DROP BAG # | CC INITIALS | TIME |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Cash Management Log

DAY- Monday DATE - 4/19/10

| SAFE COUNT | | | | | | | | | | |
|--------------------|----------------------|-------------|------------|------------|------------|------------|------------|------------|--------------------|-------------|
| NAME | OPEN: <u>BRANDON</u> | | MID 1: | | MID 2: | | MID 3: | | CLOSE: <u>(91)</u> | |
| SAFE COUNT | START | END | START | END | START | END | START | END | START | END |
| TIME | <u>510A</u> | <u>238P</u> | | | | | | | | |
| \$0.01 | <u>2</u> | <u>22</u> | | | | | | | <u>22</u> | <u>20</u> |
| \$0.05 | <u>7</u> | <u>7</u> | | | | | | | <u>7</u> | <u>13</u> |
| \$0.10 | <u>7</u> | <u>19</u> | | | | | | | <u>19</u> | <u>13</u> |
| \$0.25 | <u>0</u> | <u>20</u> | | | | | | | <u>20</u> | <u>12</u> |
| \$1.00 | <u>25</u> | <u>125</u> | | | | | | | <u>125</u> | <u>128</u> |
| \$2.00 | <u>6</u> | | | | | | | | <u>6</u> | <u>6</u> |
| \$5.00 | <u>139</u> | <u>238</u> | | | | | | | <u>238</u> | <u>221</u> |
| \$10.00 | <u>15</u> | <u>14</u> | | | | | | | <u>14</u> | <u>18</u> |
| \$20.00 | <u>44</u> | <u>1</u> | | | | | | | <u>1</u> | <u>5</u> |
| OTHER \$'s | <u>0</u> | <u>6</u> | | | | | | | <u>6</u> | <u>5</u> |
| Total Change Fund | <u>1805</u> | <u>1806</u> | | | | | | | <u>1805</u> | <u>1780</u> |
| # Tills/Total \$ | <u>41200</u> | <u>4Act</u> | | | | | | | <u>400</u> | <u>400</u> |
| # Till Drops | <u>12</u> | <u>0</u> | | | | | | | <u>11</u> | <u>40</u> |
| Cust. Recov. Cert. | <u>21</u> | <u>17</u> | | | | | | | <u>11</u> | <u>1</u> |
| P-Card | <u>Y(N)</u> | <u>Y(N)</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> | <u>Y/N</u> |
| # Tip Bags | <u>12</u> | <u>0</u> | | | | | | | <u>10</u> | <u>10</u> |
| Comments: | | | | | | | | | | |

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

| DEPOSIT INFORMATION | |
|---------------------------------------|--|
| Deposit Prep | Deposit to Bank |
| Cash Controller: <u>BRANDON GILES</u> | Taken By Cash Controller: <u>BRANDON GILES</u> |
| Preparing Deposit: <u>1pm</u> | Date to Bank: <u>4/19/10</u> |
| Start Time: <u>1pm</u> | Time to Bank: <u>2:15pm</u> |
| Deposit Bag #: <u>127157597</u> | Deposit Bag #: <u>127157597</u> |
| Deposit Witness: <u>(Signature)</u> | Banking Witness: <u>(Signature)</u> |
| Deposit \$: <u>1787.47</u> | Bank Validated \$: <u>1781.47</u> |
| Completion Time: <u>123pm</u> | Bank Validation Time: <u>SAZ</u> |
| Change Order \$: <u>?</u> | Change \$ Received: <u>SAZ</u> |
| Comments: | Comments: |

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

| PARTNER TILL AUDIT #1 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #2 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TILL AUDIT #3 | |
|-----------------------|--|
| Store Manager: | |
| Date: | |
| Partner Name: | |
| Register ID | |
| Over/Short \$: | |
| Comments: | |

| PARTNER TIP DROP LOG | | | | |
|----------------------|-------------|-----------------|----------------------|---------------|
| PARTNER # | INITIALS: | DROP BAG #: | WITNESS (mandatory): | TIME: |
| <u>1688002</u> | <u>T.L.</u> | <u>42770048</u> | | <u>8:31pm</u> |
| <u>1688002</u> | <u>T.L.</u> | <u>42770050</u> | | <u>8:31pm</u> |
| | | | | |
| | | | | |
| | | | | |

| DM VERIFICATION | |
|-----------------|----------------|
| DM Signature: | Date Reviewed: |
| Comments: | |

| PARTNER TIP REMOVAL (weekly) | |
|------------------------------|--------------------|
| PARTNER #: | <u>1683069</u> |
| INITIALS: | <u>(Signature)</u> |
| CC WITNESS (mandatory): | TIME: <u>12:22</u> |
| DROPPED BAG #S: | |
| <u>42770003</u> | |
| <u>42770009</u> | |
| <u>42770005</u> | |
| <u>42770006</u> | |
| <u>42770008</u> | |
| <u>42770004</u> | |
| <u>42770001</u> | |

*Witness on tip drop removals must be the scheduled cash controller